

Lake Stevens School District

FAST TRACK



Applicant Instructions

Step 1: Log-In And Search Position Listings

To view all open positions and apply, click on **“Search.”** If you have already applied for a position and want access to your profile, enter in your username and password then click on **“Log In”**.

If you forget your username or password, click the **“Forgot your username/password?”** feature, this will generate an email to you with your information.

Fast Track Application Instructions

Previous Rainshadow logins and passwords are not valid in FastTrack. If you are a first-time FastTrack user, click "Search" below. Click "Search for Posted Positions" to see all job postings. Use the "Apply" checkbox for the position(s) for which you wish to apply, then click "Apply for Selected Position(s)". You'll be asked to create a profile and begin the application process.

Existing Applicants Please Log In

If you previously applied for jobs using your Email Address or Applicant ID those values should be used for your Username. Your password remains the same.

Username:
Password:

Search For Jobs/New Applicant

Select the Search button to look for job openings and create a new profile if you are a new applicant.

Step 2: Search Posted Positions

Check the checkbox of the position, assignment, location or group you want to review and click on the **“Search for Posted Positions”**.

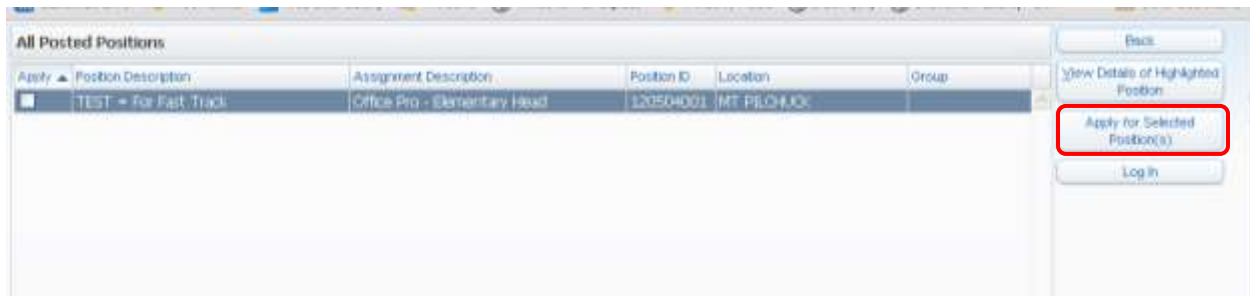
Search for Positions By:

Position (Select All) (Select None) <input type="checkbox"/> TEST - For Fast Track	Assignment (Select All) (Select None) <input type="checkbox"/> Office Pro - Elementary Head	Location (Select All) (Select None) <input type="checkbox"/> MT PILOHUCK
Group (Select All) (Select None) <input type="checkbox"/> [Undefined Group]	Submit Search To filter the available posted positions, choose from the categories displayed here and click 'Search For Posted Positions'. To view ALL posted positions, do not select any filter categories. <input type="button" value="Search For Posted Positions"/> <input type="button" value="Reset Filters"/> <input type="button" value="Log In"/>	

We reserve the right to modify the details of a position posting at any time. The Lake Stevens School District complies with all federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. This holds true for all district employment opportunities.

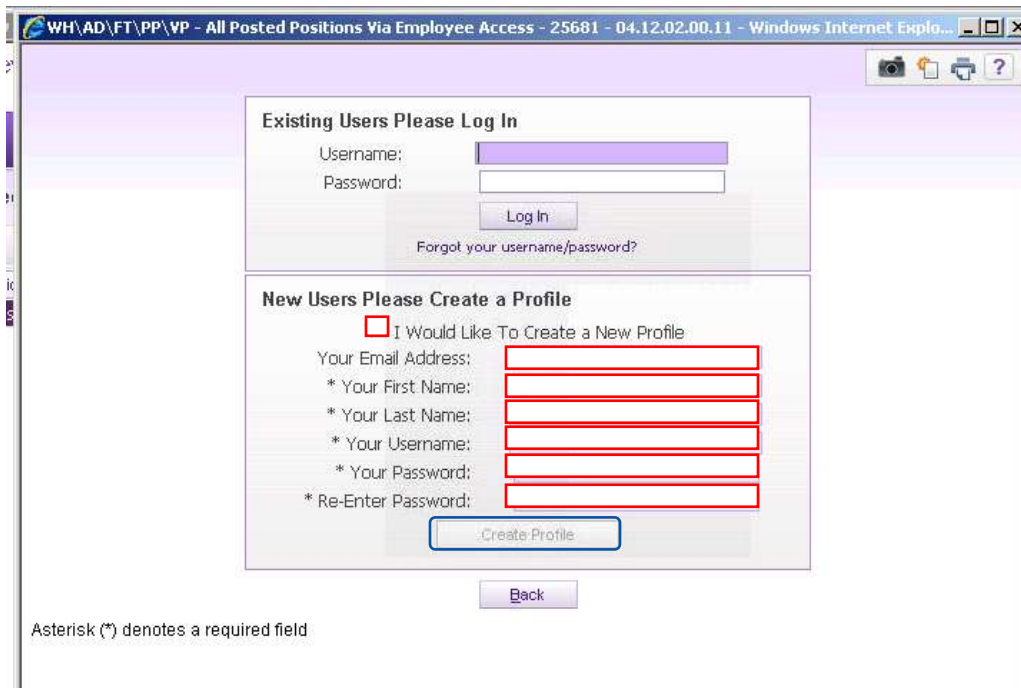
Step 3: Apply for Selected Position(s)

If you're a first time user without a log-in or password. Put a check in the box of the position you want to apply for and then click the button that says "Apply for Selected Position(s)". If you already have an account use the "Log In" button to apply for the position that is checked.



Step 4: Create an Account (first time only)

You'll need an e-mail address and password to access the on-line application. After you click on Apply for Position, you'll be asked to either enter your existing username and password or create a new user profile. If this is the first time you've applied for a job electronically with Lake Stevens School District check the box that says " I Would Like To Create a New Profile", enter your information and then click on "Create Profile".



REMEMBER TO MAKE A NOTE OF YOUR USERNAME AND PASSWORD AS YOU WILL NEED IT TO ACCESS YOUR APPLICANT PROFILE IN THE FUTURE

Step 5: Begin Your Online Application

There are up to eight (8) sections of the application you may need to complete (depending on the application type and job posting). The sections you may need to complete are, Contact Information, Education History, Certifications Licenses, Employment History, Skills Questionnaire, General Questions, References, Attachments, Comments. Each section (except Comments) contains a checkbox at the top of the page indicating that you've entered the information to the best of your abilities. Checking that box will also change the status of the corresponding section below to 'COMPLETED'. When all of the sections are marked complete you may use the "Submit to HR" button this will transmit your application to us.

Once your application has been submitted you may log back into your profile and update your application until the closing date.

Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click on the "Return to Profile" button to see that your information was saved and then click on "Log Out" when you are finished reviewing or adding information to your application.

va-k12.net/scripts/cgip.exe/WService=wlkstevs71/rappljobst460.w

Job Listing

Listing: 120504001 Type: Part Time
Position: TEST = For Fast Track Dept: CO CUR/ ANNUAL LSHE
Assignment: Office Pro - Elementary Head Group:
Location: MT PILCHUCK Deadline: 05/05/2012
Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 5 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information
Contact information including your name, phone number and address. **Incomplete** [Add](#)

Education History
Your educational background including High School and post-High School education, degrees, GPA and dates. **Incomplete** [Add](#)

Certifications/Licenses
Any certifications or licenses you may have. **Incomplete** [Add](#)

Employment History
Your employment history, including contacts, salary and dates. **Incomplete** [Add](#)

Comments
Any comments you may have regarding your application for this position. **Optional** [Add](#)

[Submit to HR](#)
[Cancel Application](#)
[Return to Profile](#)

In addition to completing required sections of your profile/application, the job posting will list any additional documents needed. Please note all documents must be submitted electronically. If you have any questions please email hrservices@lkstevens.wednet.edu for more information. Thank you.